Amendments to the Claims:

This listing of claims will replace all prior versions, and listings, of claims in the application:

Listing of Claims:

Claim 1 (Currently amended): A methodology for imaging documents, said methodology comprising the steps of:

(a)   creating at least one separator barcode sheet;

(b)   placing said at least one separator barcode sheet at the beginning of each new grouping of documents, wherein at least one level of groupings is recognized by at least one correspondingly distinct separator sheet type;

(c)   scanning said documents; and

(d)   verifying the continuity of said barcode separator sheets,

wherein there exists a document hierarchy of at least three levels and wherein a first level is a case level, a second level is a category level and a third level is a document level.

Claim 2 (Original): The methodology of claim 1 wherein said documents are located in a plurality of containers and wherein said methodology further comprises the step of recording information concerning said containers and the contents of said containers.

Claim 3 (Original): The methodology of claim 2 further comprising the step of generating tracking sheets containing information associated with said containers.

Claim 4 (Original): The methodology of claim 1 wherein some of said documents are scanned at a first scanning station and some of said documents are scanned at a different scanning station.

Claim 5 (Cancelled).

Claim 6 (Currently amended): The methodology of claim 1 [[5]] wherein said case level is associated with a level 1 barcode separator, said category level is associated with a level 2 barcode separator and said document level is associated with a level 3 barcode separator.

Claim 7 (Original): The methodology of claim 1 wherein each of said barcode separators comprises a sheet of paper containing a barcode.

Claim 8 (Original): The methodology of claim 7 wherein at least one barcode separators further comprises textual or graphical information.

Claim 9 (Original): The methodology of claim 1 further comprising the step of creating special document folders for including documents of a specialized format.

Claim 10 (Original): The methodology of claim 9 wherein each said special document folder is labeled with a unique barcode.

Claim 11 (Original): The methodology of claim 10 wherein said unique barcode comprises information representative of the format of a document.

Claim 12 (Original): A system for imaging documents comprising:

3

(a)   at least one labeler;

(b)   at least one scanner; and

(c)   a process control function for controlling the imaging of documents wherein said labeler creates at least one separator barcode sheet and wherein said at least one separator barcode sheet is placed at the beginning of each new grouping of documents, <u>wherein said documents are organized according to a hierarchy of at least three levels and wherein a first level is a case level, a second level is a category level and a third level is a document level</u>.

Claim 13 (Original): The system of claim 12 wherein said documents are located in a plurality of containers and wherein said methodology further comprises the step of recording information concerning said containers and the contents of said containers.

Claim 14 (Original): The system of claim 12 further comprising means for storing and retrieving images which are scanned by said at least one scanner.

Claim 15 (Original):   The system of claim 13 wherein said system generates tracking sheets containing information associated with said containers.

Claim 16 (Cancelled).

Claim 17 (Original):   The system of claim <u>12</u> [[16]] wherein said case level is associated with a level 1 barcode separator, said category level is associated with a level 2 barcode separator and said document level is associated with a level 3 barcode separator.